

195

8 June 1965

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations 1-31 May 1965

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 59,088 items broken down as follows:

CIA IN cables	22,978
CIA OUT cables	9,144
Miscellaneous	4,683
Non-CIA	21,431
Archives requests	<u>852</u>

Total work units 59,088

b. CIA IN and OUT cables totaled 145,282 cables for the period January-May 1965, up 5% compared to the same period of 1964 (137,922) and up 13% for the same period in 1963 (128,256).

c. Non-CIA cables for January-May 1965 totaled 93,631, an increase of 21% over the same period 1964 (77,610) and 24% higher than the same period of 1963 (75,251).

d. Work units totaled 261,979 for January-May 1965 period, up 11% over the same period 1964 (236,060). During May we completed more items than in any prior month since the Cable Secretariat was organized. The Cable Secretariat did a daily average of 1,906 items each 24 hours including Saturdays and Sundays. This is better than 1.3 work items per minute. On 14 May we established an all time high of 2,985 units completed in a single 24 hour period.

e. 2,498 cables or 4.5% of all cables processed were furnished to the Director as compared to 2,554 or 5% for April 1965.

2. Personnel

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3. General

a. Attached is a memo from the Office of Communications, Chief, Signal Center, outlining the results and savings of using master material in teletype printers.

b. During the month of May because of the Santo Domingo crisis we used 385 hours more overtime than we normally use. The shortage of people plus the increased traffic made this expenditure essential.

c. We are meeting regularly with Office of Communications personnel to arrive at specifications for automating our message handling procedures. [redacted] is the designated Cable Secretariat representative. The group will also examine the feasibility of sharing computer equipment.

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[redacted]
Cable Secretary

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**Attachment:
S/C Memo**